

**APPLY IN PERSON:**

Employment Information Center (M-W-F ONLY)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A,  
San Diego, CA 92101

**INTERNET:** www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107  
**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2557 MOTIVE SERVICE TECHNICIAN**

**\*MONTHLY SALARY: \$2750 to \$3294**

**\*APPLICATION FILING PERIOD: FIRST DATE: November 18, 2005 LAST DATE: December 21, 2005**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

1. One year of full-time motive service work on cars, trucks, or heavy equipment, which must include the **full range of duties** listed below:
  - A. Tire Servicing - mounting, dismounting, and balancing tires using an electronic (computer) Wheel Balancer.
  - B. Battery Servicing - loadtesting, cleaning terminals and charging batteries.
  - C. Vehicle Lubrication - fueling, lubricating chassis, and changing oil and oil filters.
  - D. Minor Repairs - replacing lights, light bulbs, lenses, reflectors, mirrors, and changing fan belts and hoses.
  - E. General Maintenance - changing and replenishing filters and fluids (transmission, power steering, brake, radiator).
- OR-
2. An Associates Degree in Automotive Technology or Auto Mechanics. (**Proof of degree must be submitted at time of application.**)
- OR-
3. Successful completion of a minimum of 600 hours of an accredited Automotive Service Training Program. (**Proof of program completion must be submitted at time of application.**)

**LICENSE:** A valid California Class C Driver's License will be required at the time of hire. Positions in the Fire-Rescue Department and Equipment Division will require a California Class B Driver's License with a Hazardous Materials and Tank Endorsement, which must be obtained within three months of hire.

**HIGHLY DESIRABLE QUALIFICATIONS:**

- \*1. Possession of a valid California Class A Driver's License.
2. Computer related experience as it relates to equipment maintenance programs.

**NOTES:**

- \*1. For positions that require a California Class B Driver's License, California State law requires all employees who operate, service, or repair commercial vehicles as part of their employment to submit to random drug and alcohol testing.
- \*2. Prior to hire, former employers will be contacted regarding drug and alcohol testing results within the last year. Candidates chosen for positions within the Police Department must be able to pass police background and polygraph standards determined appropriate by the Department for these positions.
3. A 5% additional salary may be paid when an extended period of night or unusual shift work is required.
4. Motive Service Technicians are eligible to receive additional pay for ASE certifications.

**DUTIES:** Motive Service Technicians wash, steam clean, wax, polish, lubricate, fuel, and service automotive and construction equipment; make minor repairs, replacements, and adjustments; inspect, repair, replace and balance tires; calibrate, remove and replace speedometers; check belts and hoses for repair, replacement, and/or adjustment; inspect brakes; drive a truck for field servicing; keep records; may train subordinate personnel; and keep up to date on current enhancements in the field of Automotive Technology.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. If selected, candidates who are not currently employed by the Police Department will undergo a fingerprint check and a comprehensive character and background investigation prior to appointment by the Police Department. This may include a polygraph (lie detector) examination. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

\*KIM/December 17, 2004/\*Rev. 1 (11-18-05)/Class 1452

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**